



## *What Every North Dakota CNA Needs to Know*

### Initial Certification

If you have taken and passed both the written and skills CNA tests, your first expiration date is two years from your test date.

If you endorse into North Dakota after working as a CNA in another state, your first expiration date will be two years from your date of endorsement.

### Certification Renewal

- ♦ A 4x5 post card will be mailed out approximately 60 days before your CNA certification expires, which will give you instructions on how to renew on-line. This is the only notification you will receive.
- ♦ There is no charge for your CNA renewal in North Dakota.
- ♦ You may change your mailing address and email address at anytime online at [www.ndhealth.gov/hf](http://www.ndhealth.gov/hf). **Name, mailing address, phone number, and email address are all very important information.** Please make sure if you have any changes you notify the registry or make changes online.
- ♦ Your expiration date will change with each renewal. Expiration dates are based on the last date worked, as verified by your employer, at the time of renewal.
- ♦ In order to renew your certification, you must have worked a total of 8 hours in North Dakota performing nursing or nursing related services within a continuous 24 month period, for pay, under the supervision of a licensed nurse. The time can be broken down into two 4 hour blocks, or four 2 hour blocks and so on.
- ♦ Orientation **does not** count toward your renewal time. You must have worked independently after completing your orientation.
- ♦ If you were employed with in your certification period and not currently employed, use your past employer information.
- ♦ If you renew your certification online yourself, we will contact your employer to verify the information that you provide.

Please call the CNA Registry if you are unsure about any of the following:

- ♦ Your expiration date.
- ♦ Renewal eligibility.
- ♦ If you will need to retest.

Additional information on how to renew a Certified Nurse Aide, Certified Nurse Aide/Medication Aide, Home Health Aide or Nurse Aide is on our website:

[ndhealth.gov/hf](http://ndhealth.gov/hf)

### Important Information

- ♦ Registry phone number: 701-328-2353
- ♦ Registry fax number: 701-328-1890
- ♦ Registry email: [naregistry@nd.gov](mailto:naregistry@nd.gov)
- ♦ Registry website: [ndhealth.gov/hf](http://ndhealth.gov/hf)

## Instructions for On-Line Renewals

- ◆ Go to [www.ndhealth.gov/hf](http://www.ndhealth.gov/hf)
- ◆ On the *right* side of the screen select, CNA Renewal, HHA Renewal or NA Renewal. If you are renewing your MA I or MA II this will be under the CNA or NA Renewal link.
- ◆ Enter your name, your Registrant ID number and date of birth, click *search*.
- ◆ Under the search button “Registrant License(s)” will pop up. Select the license you would like to renew by clicking the check box in front of “Registry Type”.

*If you do not know your ID number or nothing comes from your search, please call the registry you may be inactive or we have incorrect information in the registry, ex. Birth date.*
- ◆ After selecting the registry type click search.
- ◆ Click on Renew. The Registry Renewal page will pop up. This is your chance to make any changes to your address, phone number or email. Please make sure everything is correct.
- ◆ Enter your present/past employer contact information and answer all the questions.
- ◆ The Certification Date will automatically be filled in by the online renewal system.
- ◆ Click the “Search for Employer”. A small window will pop up. Put in the city in which you work **DO NOT** put in the state. Then put the name of your employer. A good rule of thumb is, if you work for a large Medical Center, put in the city and **ONLY** put one word like Sanford, Trinity or Altru in the Employer name box. Select the appropriate name from the drop down list.
- ◆ Enter the last date you worked.
- ◆ Employer Signature Date will automatically be filled in by the online renewal system.
- ◆ Check the box in front of “I authorize that the above information is correct.”
- ◆ Click “Submit”.
- ◆ A page will appear saying “Renewal Pending”, showing on-renewal was successful.
- ◆ Usually on-line renewals are done within a few working days. You can check your status by going back to the website, [ndhealth.gov/hf](http://ndhealth.gov/hf) and on the right side click the link, NA Inquiry. Put in your information, click “Search” and the results will pop up. Click “View”. You will then be able to view your status and expiration date.
- ◆ **We no longer send ID cards when you renew your license. You can print a paper card anytime by visiting our website. You can go to <https://www.ndhealth.gov/hf/registry/print-certification-card.aspx>**



- ◆ If you have any questions or problems please feel free to call the registry.